



HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION

Number: 07-48

21 December 2007

REQUEST FOR DONATED LEAVE

Janet Vallotton

1. Janet Vallotton, a Tools & Parts Attendant at CSMS Stockton, is in need of donated leave due to pregnancy complications.
2. If you would like to donate your **annual leave**, please complete OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient (available at www.opm.gov/forms/html/opm.asp), and forward it to JFHQ, ATTN: CAJS-J1-HR-CS (Margie Rodriguez – Box #37).
3. The following instructions apply to leave donors:
 - a. Only **annual leave** may be donated.
 - b. You may not donate leave to your immediate supervisor.
 - c. In any one leave year, a donor may donate no more than a total of one half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made (example: An employee who earns 208 hours of leave during the year may donate a maximum of 104 hours).
4. If you need additional information, contact Margie Rodriguez at CAGNET 6-3493, DSN 466-3493, or (916) 854-3493.

A handwritten signature in cursive script, reading "Stuart D. Ewing".

STUART D. EWING
Captain, CA ANG

Deputy Director for Human Resources

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